Office of Recruitment and Diversity (ORD)
Faculty Fellowship Publication Program (FFPP)

Call for Proposals
Academic Year 2015-2016

Deadline for Proposal Submission Friday October 23, 2015

PROGRAM PURPOSE & DESCRIPTION
The Faculty Fellowship Publication Program (FFPP) is sponsored by the Office of the Dean for Recruitment and Diversity in order to advance CUNY’s institutional commitment to diversity. This University-wide initiative assists full-time untenured CUNY faculty (assistant professors) in the design and execution of writing projects essential to progress toward tenure. These projects may include research-based scholarly articles for juried journals, books for academic presses and creative writing projects. This program provides three credit hours of course release for the spring semester, a discipline-based writing group, and the guidance of a senior faculty member.

For the 2015-2016 academic year, FFPP Proposals are being accepted from eligible faculty in the following disciplines:

- Creative Writing/Film
- Education
- English
- Ethnic and Gender Studies
- Humanities
- Social Sciences

ELIGIBILITY
The faculty member may not be a past participant and must:
- Be an untenured assistant professor hired on a tenure-track line, on or between September 2009 and September 2014
- Be reappointed for academic year 2015-2016, and
- Have a doctorate or required terminal degree for teaching in their discipline (e.g., MFA for faculty in creative writing and/or film programs).

SUBMISSION DEADLINE & NOTIFICATION DATES
Submission deadline: on or before Friday October 23, 2015
Notification of decision: Friday November 20, 2015
**REVIEW & EVALUATION CRITERIA**

The following parameters are considered when reviewing and evaluating FFPP Proposals:

- The overall quality, organization and clarity of the proposal
- The relevance and impact of the proposal to the applicant's discipline
- Prior work that demonstrates scholarly accomplishment
- Significance of the proposal to diversity and inclusion in higher education

**PROGRAM TIMELINES**

If your FFPP Proposal is accepted, you are required to attend the Orientation, Publishers' Roundtable and eight Writing Groups, whose dates are as follows:

- **Orientation**  
  Friday December 4, 10am-2pm  
  *Central Office, 205 East 42nd Street, New York NY, Kibbee Room, 7th fl*

- **Publishers' Roundtable**  
  Friday March 27, 10am-1pm  
  *The Graduate Center, 365 Fifth Avenue, New York NY, Concourse*

- **Writing Groups**  
  Friday January 29, February 5, February 19, March 4, March 18, April 1, April 8, April 15, 10am-1pm  
  *School of Professional Studies, 119 West 31st Street, New York NY*

**POST-PROGRAM EVALUATION**

You will be expected to complete a brief survey that describes your experience with the program.

**HOW TO APPLY**

Please email your FFPP Proposal to [FFPP.ord@mail.cuny.edu](mailto:FFPP.ord@mail.cuny.edu) as one PDF file or Word document containing all of the following:

1. **FFPP Proposal Cover Sheet** (on campus letterhead if possible) providing:
   - Applicant name, rank, campus, and department
   - Date of initial full-time appointment as assistant professor
   - Home address, telephone numbers, and e-mail address

2. **FFPP Proposal Components**
   - **Proposal Title**
   - **Abstract**, 100 words
   - **Diversity Statement**, 250 words, discussing your efforts toward fostering diversity in the academy through scholarship, creative projects, and/or work with students or faculty.
   - **Proposal Narrative**, 750 to 1000 words
   - A current **Curriculum Vitae**, and
   - **Two Letters**, one from your department chair and one from your provost, supporting reassignment of three of your contractual teaching hours in the spring 2016 term to allow for your participation in the program. FFPP provides funding to campuses for adjunct coverage for those reassigned teaching hours.

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You will receive an email confirming receipt of your FFPP Proposal. If you do not receive this email, please call Maryann McKenzie at 646-664-3297.